

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for transferring personnel. This chapter provides checklists, guides, and information required to complete this task.

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Section A Permanent Change of Station - Section Overview

Introduction This section will guide you through the Permanent Change of Station (PCS) process.

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The PCS Transfer Process

Introduction The transfer process depends on communication between many participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Process This is the process.

Stage	Who does it	What Happens
1	Member	Prepares Electronic Assignment Data Card (E-ADC) using the CGHRMS Self Service Web Site at http://cghrms.osc.uscg.mil
2	Issuing Authority	Issues transfer order on the Airport Terminal CGHRMS
3*	PERSRU	Notifies unit when order is received if unit does not have access to CGHRMS
4*	Member/Unit	<ul style="list-style-type: none">• Completes PCS Departing/Separation Worksheet (CG HRSIC-2000) and Departing TDY and PCS (JFTR, Chapter 5) Entitlements Worksheet (CG HRSIC-2003) and PCS/TEMDUINS To “A” School Worksheet (CG-HRSIC 2001) if applicable and forwards to PERSRU• Schedules appointment with servicing Transportation Officer (TOPS site) to arrange shipment of HHG
5*	PERSRU	Prepares SDA II PCS Departing Transactions (CG-5131)
6*	PAO/HRSIC (TVL)	If requested, will process travel advances (preferably by facsimile)
7*	TO (TOPS site)	Counsels member and arranges shipment of HHG
8*	Unit	Endorses order upon departure
9*	PERSRU	Approves and transmits SDA II PCS Departing Transactions
10	Member	Reports to new unit, prepares <ul style="list-style-type: none">• Travel claim DD-1351-2 (for self and dependents)• PCS Reporting Worksheet (CG HRSIC-2005)• BAH/Housing Worksheet (CG HRSIC-2025)
11	New Unit	<ul style="list-style-type: none">• Endorses order with date and time reported and messing status (e.g. REG BAS, ENL BAS, ENL BAS MINUS DISCOUNT MEAL RATE)• reviews travel claim(s), and forwards to HRSIC (TVL) with original order• forwards worksheets to PERSRU w/ copy of the endorsed order
12	PERSRU	Completes SDA II PCS Reporting Transactions
13	HRSIC (TVL)	Processes travel claim(s)
14	Member	Prepares new E-ADC. (No longer required for officers per ALCGOFF 048/00)

*The PERSRU and unit are to build a relationship that ensures these procedures are completed using the most expeditious means possible.

Section A
PERMANENT CHANGE OF STATION

PCS Departing Checklist

Introduction This checklist has been provided as a job aid to assist the unit/PERSRU in completing all necessary tasks required for departing PCS. This job aid is designed to be reproduced locally.

Departing Checklist Action upon receipt of a PCS Order.

Step	Action	Reference	Date
1	Ensure member is eligible for transfer	4-B PERSMAN, 2.A.2.a TRNG & ED. Manual	
2	Ensure member meets obligated service requirements for transfer	4-B-6 PERSMAN	
3	Ensure member meets requirements for overseas transfer (if applicable)	2-A-6 PPPM	
4	Complete member screening for assignment to semi-isolated units (if applicable)	4-A-9 PERSMAN	
5	Complete NAVPERS 1330/2 Navy Sponsor Notification if member requests a sponsor.	4-A-15 PERSMAN, ALCOAST 049/00	
6	Counsel member on PCS travel entitlements, when completing PCS Entitlements Worksheet (CG HRSIC-2003)	Chapter 5 CGS-JFTR	
7	Verify member's entitlement to FSH and/or FSA-R and BAH allowances	3-F PAYMAN	
8	Complete PCS Departing/Separation Worksheet (CG HRSIC-2000), and PCS/TEM DUINS to "A" school worksheet (CG HRSIC-2001) if applicable	Encl. (1) PPPM	
9	Complete performance evaluation Mandatory - if on the date of detachment 92 or more days have elapsed since the last performance evaluation was completed Optional - if on the date of detachment less than 92 days have elapsed since the last performance evaluation was completed	10-B-5 PERSMAN	

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PERMANENT CHANGE OF STATION

PCS Departing Checklist, Continued

Departing Checklist (continued)

Step	Action	Reference	Date
10	Review PDR	COMDTINST M1080.10 (series)	
11	Ensure member has a valid ID card	5-D-4 PPPM	
12	Verify that member's dependents are enrolled in DEERS	5-B-17 PPPM	
13	Ensure member meets weight standards	Weight Instruction	
14	Prepare SDA II PCS Departing Transactions (PERSRU)	Chap 3, SDA-II User Manual	
15	Complete SF-1038 for travel advances, if requested	2300 CGS-JFTR	
16	If requested, fax original order and SF-1038 to HRSIC (TVL) for travel advances	2300 CGS-JFTR	
17	Ensure member has an appointment scheduled with transportation office (TOPS site) to arrange shipment of HHG	None	
18	Transfer Government Travel Charge Card account to coordinator at the new PDS	Charge Card Instruction	
19	Return order to unit/member (PERSRU)	PPPM	
20	Ensure security debriefing is conducted	PERSEC	
21	Distribute order	PPPM	
22	Forward PERSRU PDR and Unit PDR to receiving PERSRU	COMDTINST M1080.10 (series)	
23	Ensure medical record custodian forwards Medical PDR directly to the receiving medical facility via certified mail.	MEDMAN	

Section A
PERMANENT CHANGE OF STATION

PCS Reporting Checklist

Introduction This checklist has been provided as a job aid to assist the unit and PERSRU in completing all necessary tasks for reporting in from PCS. This job aid is designed to be reproduced locally.

Reporting checklist Action upon member reporting

Step	Action	Reference	Date
1	Endorse order	2-A-2 PPPM	
2	Verify member's entitlement to FSH and/or FSA-R, and BAH allowances	3-F PAYMAN	
3	Complete PCS Reporting and BAH/Housing Worksheets and forward to PERSRU with copy of endorsed order	Enclosure (1) PPPM	
4	Update mailing address, emergency contacts, and e-mail address in CGHRMS.	5-D-11 PPPM	
5	Update address in DEERS.	5-B-17 PPPM	
6	If applicable, ensure member completes Allotment and Bond Worksheets, or uses CGHRMS Self-Service, so addresses for allotments and bonds can be updated	Enclosure (1) PPPM	
7	If member is from one of the states which taxes military pay while the member is stationed in the state, or stops taxing military pay once a member is no longer stationed in the state, ensure member submits state tax withholding form or updates state tax withholding using CGHRMS Self-Service	8-B-3 PPPM	
8	Ensure member completes travel claim for self and dependents, if applicable	2-B-4 PPPM	
9	Ensure supervisor reviews travel claim and initials block 16 within 2 working days	2-B-4 PPPM	
10	Ensure the travel claim and original order are forwarded to HRSIC (TVL) for processing	2-B-4 PPPM	
11	Conduct security briefing	PERSEC	
12	If applicable, ensure Government Travel Charge Card account was transferred from old PDS	Charge Card Instruction	
13	Ensure member has a valid ID card	5-D-4 PPPM	
14	Ensure a performance evaluation was completed by the previous unit within 92 days of detachment	10-B-5 PERSMAN	
15	Update Family Member/Beneficiary/SGLI Information (CG-4170A) in CGHRMS	5-A-2 PPPM	
16	Review PDR	COMDTINST M1080.10 (series)	

Section A
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Overseas Transfer Checklist

Introduction This checklist has been provided as a job aid to be used when a member receives an order for overseas. It is designed to be reproduced locally and should be used along with the PCS Departing Checklist

Step	Action	Reference	Date
1	Ensure that message concerning overseas transfer with list of screening questions is received from the overseas command to which the member is ordered.	4-H-4 PERSMAN	
2	Interview member and/or dependents for suitability within 10 days of receipt of transfer order. Use the “Command Checklist for Overseas Screening” , Exhibit 4-H-2 of the PERSMAN and the list of screening questions sent by the overseas command to complete the interview.	4-H-2 PERSMAN	
3	Ensure the servicing PERSRU supervisor has verified for completeness and signed the “Command Checklist for Overseas Screening” , Exhibit 4-H-2 of the PERSMAN .	PERSMAN	
4	Ensure the member and dependents are medically qualified for overseas transfer. The member must have an approved overseas physical including immunizations and any essential dental treatment completed within the last 6 months.	4-H-3 PERSMAN 3-A-7 MEDMAN	
5	Ensure member and dependents <ul style="list-style-type: none">• have valid ID cards• have International Certificates of Vaccination PHS-731 (if required)• are provided with detailed information concerning tour length and have elected an appropriate tour• are counseled regarding overseas station allowances when member is assigned to a restricted area and dependents reside in an area outside the U.S.	4-H-7 PERSMAN	
5	Ensure that the member has made arrangements for passports if required.	Passports Instruction	
6	Ensure member, if in pay grade E-2 thru E-6, has a valid drivers license.	4-H-7.d PERSMAN	
7	Send request for entry approval message to overseas command. Note: Need to ensure that the overseas command has received a copy of the Command Checklist for Overseas Screening prior to requesting approval.	4-H-9.a PERSMAN	

Automatic Stops of Pay and Allowances

Introduction Certain pay entitlements are automatically stopped when the departing or reporting endorsement on orders transaction processes.

References

- CG Pay Manual
Chapter 3, Allowances
Chapter 4, Special Pay
Chapter 5, Incentive Pay
- JFTR, para. U9100, Housing and Cost-of-Living Allowances

Auto Stops on PCS This table shows pay entitlements, which will be automatically stopped when PCS transfer occurs.

Note: Automatic stops will not occur on interoffice transfers.

Entitlement Description	When the Entitlement Stops
Basic Allowance for Housing - Child (BAH Diff) (Codes P, Q, or R only)	On the day prior to reporting
Basic Allowance for Housing (BAH)-Without Dependents	On the day prior to the effective date of departure (E-4 with less than 4 years of service and below only)
Basic Allowance for Housing - Partial (BAH Partial)	On the day prior to the effective date of departure
Enlisted Discount Meal Rate deduction	On the day prior to the effective date of departure
Enlisted Basic Allowance for Subsistence (ENL BAS, REG BAS)	At 1859 on the effective date of reporting PCS
Career sea pay/time and premium	On the effective date of departure
Combat Tax Exclusion	On the last day of the month of the effective date of departure
CONUS Cost of Living Allowance (CCOLA)	On the day prior to the effective date of reporting

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Automatic Stops of Pay and Allowances, Continued

Auto Stops on PCS (continued)

Entitlement Description	When the Entitlement Stops
Cost of Living Allowance (COLA), with or without dependents and partial	On the day prior to the effective date of departure
Crew flight pay (enlisted only)	On the effective date of departure
Diving Pay	On the effective date of departure
Family Separation - Housing (FSH) and Family Separation Allowance (FSA-S only)	On the day prior to the effective date of departure
Family Separation Allowance (FSA-R and FSA-T only)	On the day prior to reporting, less any leave, proceed time or compensatory absence
Hardship duty pay-location	On the effective date of departure
Hostile Fire, Imminent Danger Pay	On the last day of the month of the effective date of departure
Noncrew flight pay	On the effective date of departure
Overseas Housing Allowance (OHA), with and without dependents	On the day prior to the effective date of departure
Responsibility Pay	On the effective date of departure
Special Duty Assignment Pay (SDAP)	2400 on the day before the member departs PCS
Special subsistence (SPEC BAS)	On the day prior to the effective date of departure

How to Prepare NATO Order

Introduction A NATO order, along with proper identification, allows an individual to pass without difficulty from one NATO nation to another. This order is only for the movement of military personnel, their personal baggage, individual weapons, and official documents.

References CG Personnel Manual, Article 4-A-18, NATO Supplemental Order

Format for order The below table describes how to complete a NATO order.

Step	Action
1	Top of letterhead type: Grading of Form: NATO UNCLASSIFIED
2	Include in the heading: country of origin, SSN, date order prepared.
3	In the first paragraph include: <ul style="list-style-type: none">• Name, rank, grade and ID card number• Destination, within NATO country.• Date of departure from original country.• Number of days member will remain in NATO country, if PCS, so indicate.
4	In the second paragraph include: Authorization for member to possess and carry firearms.
5	In the third paragraph include: The number of official dispatches and that they are official documents.
6	In the fourth paragraph include: A certification that the travel is under the provisions of the NATO Status of Forces Agreement.

Note: Officer authorizing the NATO travel will sign the order.

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Section A
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How to Prepare NATO Order, Continued

**Recommended
format**

Here is the recommended format for NATO travel orders

Note: **NATO** travel orders will be prepared in English and French. Any instructions printed on the reverse of the orders will appear in English only.

Grading of form: NATO UNCLASSIFIED		
<u>NATO TRAVEL ORDER</u>		<u>ORDRE DE MISSION OTAN</u>
Country of Origin: <i>Pays de provenance:</i>	Social Security Number Date order issued	
1. The bearer (and group as shown hereon or on attached list) <i>Le porteur (et personnel porte ci-dessus ou sur la list jointe)</i>		
Personal/Identity Card No. (if any) <i>No Mle/de la carte d'identite</i>	Name: <i>Nom:</i>	Rank/Grade
<i>(s'il y a lieu)</i>		
will travel to: <i>fera mouvement a:</i>		
Date of departure <i>Date du depart, le (ou vers le):</i>		
____ For a period of approximately _____ days ____ For Permanent change of station, <i>Pour a peu pres _____ jors _____ Pour changement permanent de garnison.</i>		
2. Authority (is)(is not) granted to possess and carry arms. <i>Autorisation de port d'armes (accordee) (non accordee).</i>		
3. The person named in paragraph 1 is authorized to carry _____ sealed dispatches. <i>La personne indiquee au paragraphe 1 est autorisee a porter _____ plis scelles.</i>		
a. These dispatches contain only official documents. <i>Ces plis ne contiennent que des documents officiels.</i>		
4. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized mover under the terms of this agreement. <i>Je soussigne certifie que le personnel vise appartient a une armee telle definie dans l'Accord OTAN sur le statu des Forces Armees et que ce deplacement est officiel selon les termes de cet accord.</i>		
Signature of Officer Authorizing Movement		

Section Overview

Introduction This section prescribes processes completed for the execution of Temporary Duty (TDY).

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The Temporary Duty (TDY) Order

Introduction	It is critical for both Coast Guard travelers and their supervisors to understand the administrative responsibilities for completing and reviewing TDY Travel Orders and Travel Claims.
For the Traveler	The traveler is the single most important person involved in the travel claim liquidation process. Without a properly completed claim, full reimbursement will not be possible.
Purpose of a TDY Order	The Temporary Duty (or TDY) Order establishes the conditions for official travel and transportation and provides the basis for traveler entitlement and reimbursement. An effective TDY Order provides information that is clear and is complete.
Requirements for a TDY Order	<p>The written TDY order is a document that meets several practical and mandated administrative requirements. The travel order expresses:</p> <ul style="list-style-type: none">• Detailed information for personnel or agencies to provide support services to the traveler, (i.e., Travel Management Centers, Commercial Ticketing Offices (CTO), Transportation Officer, etc.) about the authorized traveler.• Accounting information to enable correct funds accounting.

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The Temporary Duty (TDY) Order, Continued

Information elements

The TDY Order must answer several elemental questions. The questions are:

- **WHAT** mode of transportation is authorized and/or directed?
- **WHAT** type of quarters is authorized and/or directed?
- **WHAT** type of messing is authorized and/or directed?
- **IS** the traveler a government travel charge card holder?
- **WHAT** is maximum amount of travel funds authorized?
- **WHAT** is the accurate Travel Order Number (TONO) and Accounting line data?
- **WHAT** are the specific reimbursable expenses that must be pre-authorized on the Travel Order, (i.e., Conference costs, Registration fees, Rental vehicle and size authorization, Communication services, Excess baggage, etc.)

While You Are Traveling

Obtain receipts for **ALL** expenses while you are traveling. Although receipts are required only for lodging and individual expenditures of \$75 or over, the receipts you collect during your trip will act as a record of expenses and be an invaluable tool when you complete your travel voucher.

Section B
TEMPORARY DUTY

The Travel Claim Process and Responsibilities

Introduction This section outlines the travel claim process and shows the responsibilities associated with each stage of the travel claim process.

Integrated Automated Travel System (IATS) The Coast Guard has an "on-line" system called Integrated Automated Travel System (IATS) for the liquidation of travel claims. With this system the Coast Guard can liquidate travel settlements in a matter of days.

Process This table shows the manual travel claim process and responsibilities.

Stage	Who Does It	When	What Happens	
1	Traveler	Within 3 days of completion of TDY or PCS travel. (For PCS, submit after dependents travel, if dependents travel separately)	Submits travel voucher to Supervisor for administrative review. <ul style="list-style-type: none">Retains copy of travel voucher, orders, and receipts. Member must retain copies for 6 years.	
2	Supervisor	Within 2 days of receipt from member.	Reviews claim for completeness. <ul style="list-style-type: none">Dates and signs claim indicating the traveler completed the ordered travel.Forwards original claim to HRSIC.	
3	HRSIC (TVL) Examiner	Within 4 days after receipt, depending on workload. (e.g., For periods of heavy travel it may take longer.)	Review travel voucher and enter into IATS.	
			If travel voucher is	Then
			Complete, correct, and accurate	Forward reviewed claim and voucher summary to PAO. (Go to Step 4)
			Incorrect or incomplete	Examiner returns claim to member.
4	HRSIC (TVL) PAO	Claim is received from examiner	Certifies travel voucher for payment and returns to examiner for filing and mailing. Note: A traveler whose entitlements are less than a Government travel advance will be sent a letter of overpayment at this point. See the section about advances for more information on the recoupment procedures.	
5	Coast Guard Finance Center	Upon receipt from HRSIC (TVL)	If payment is	Then
			Direct Deposit	Payment will be transferred to the traveler's account within 10 days.
			Check (For non-military traveler)	Check will be mailed to the address listed on the travel claim within 15 days.

NOTE: Travelers utilizing industrial site funding **MUST** contact their respective industrial site to ascertain if payment has been made.

Unit Travel System (UTS) Process

Introduction UTS is a Windows-based application that provides standard drop-down menu boxes and a help wheel to complete and process TDY transactions.

- Benefits**
- Utilizing stored data from the UTS Travel Order to complete the UTS Request for Travel Settlement eliminates paperwork and improves data accuracy.
 - Increased percentage of correct entitlements and payments for travelers.
 - Per Diem rates are available to ALL system users on a “real-time” basis.
 - Travelers can verify/inquire about the status of claim(s) on-site by accessing the UTS main menu.
 - A single system that can create and produce ALL travel documents necessary to execute government travel.
 - Eliminating manual processes decreases reimbursement cycle time.
 - Claimants receive travel payments up to five days sooner.
-

Description Unit Travel System (UTS) is a software application designed to run on Coast Guard Standard Workstation III (CGSWSIII). UTS provides an electronic link between the traveler, the Authorizing Official and the Integrated Automated Travel System (IATS). IATS is the software application used by HRSIC (TVL) to compute claim/voucher entitlements and transmit the information to FINCEN for payment. UTS deployment is a significant stride toward the travel claim process becoming a “paperless” system.

Purpose UTS has been developed to be the primary TDY Travel Claim Settlement System for the U.S. Coast Guard.

Uses UTS is used to create a Temporary Duty (TDY) Travel Order, Request for Travel Advance and/or Request for TDY Settlement.

Unit Travel System (UTS) Process, Continued

[illegible]

Unit Travel System (UTS) Process, Continued

Critical Elements

These “Critical Elements” should be addressed to successfully manage the UTS process at your unit:

Number of UTS Approving Officials. Designate enough UTS Approving Officials at your unit to approve UTS transactions and avoid backlogs or process delays. It is recommended that one UTS AO be designated in each section, or otherwise at a ratio of 1:12.

Obligating Travel Funds. UTS *will not* obligate travel funds. Normally, the obligating of funds is done prior to creating travel orders. Coordinate the flow & timing of this activity with Accounting or Admin offices. Develop internal procedures that streamline and coordinate this activity at your unit.

Empowering UTS Approving Officials. It is critical to empower UTS AO’s by granting them the authority to request, retrieve, and input Travel Order Numbers (TONO’s/Document ID numbers) in UTS. The UTS AO cannot approve a UTS transaction without first having a valid TONO and fund accounting string. Develop internal procedures that streamline and coordinate this activity at your unit.

Record-keeping. The traveler shall maintain complete and accurate records of all travel claims for 6 years and 3 months.

Airline or Hotel Reservations. Use your designated Travel Management Center and coordinate this activity at your unit.

User Identification and Passwords. User identification and passwords are the most common method of controlling access to the system. Identification involves the identifier or name by which the user is known to the system (e.g., user). Each user should have a unique user identification and password. Passwords will be eight or more characters long and should be alphanumeric. The traveler is required to change their password and confirmation codes every six months.

User Categories

There are four categories of UTS users, each with a different role and responsibility. These UTS user categories are:

1. Traveler
2. Proxy
3. Signature Proxy
4. Approving Official

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Section B
TEMPORARY DUTY

Unit Travel System (UTS) Process, Continued

**User
Categories/
Privileges**

UTS allows users more than one access capacity, if authorized. In UTS, the term “VIEW” is used to identify a particular user category. Each user category comes with certain access privileges. To change your “VIEW”, use the SET VIEW command to utilize one of the following User Categories:

USER CATEGORY	UTS SET VIEW STATUS	THIS PRIVILEGE CAN...	HOW TO SET PRIVILEGE
TRAVELER	Set View: Traveler	Create your own travel documents and forward to a Unit AO for approval.	Set automatically, this is a basic, universal user setting.
PROXY	Set View: Proxy This privilege supports all travelers of the same business unit.	Create all travel documents on behalf of another traveler, BUT such documents can only be forwarded to the traveler.	Set automatically by unit OPFAC number. Any traveler can act as a proxy for another member of the same unit.
SIGNATURE PROXY	Set View: Proxy This privilege only supports one specific traveler.	A traveler can designate another user (Proxy) to create, sign for, and forward travel documents to a Unit AO.	The traveler would designate a signature proxy, someone of the same unit, in the Personal Profile, Security & Access Information.
APPROVING OFFICIAL Administrative Reviewer	Set View: Authorizing This privilege supports all travelers of the same unit or as designated.	Approves travel documents. Ensures that mission was completed and that travel expenses were reasonable, justified, and consistent with the mission.	Each business unit designates enough AO's to keep UTS work flowing. ONLY HRSIC Travel can turn on and off AO privileges

The Traveler

Introduction The lowest user access level in UTS is called “TRAVELER”.

Authorized UTS Travelers Any Coast Guard active duty, reserve, and civilian employees having access to CGSWSIII can use UTS as a “TRAVELER”.

Non-UTS Travelers Other travel customers/claimants must continue to submit paper-based travel claims, using form DD-1351-2 (Aug 1997 edition). These customers must mail their travel claims to HRSIC for processing.

Non-UTS Travelers are:

Anyone who does NOT have access to CGSWSIII
Other service members or civilians traveling on behalf of the USCG
Dependents
Non-appropriated fund activity employees
Members who separate or retire from the service (who depart their unit)
Coast Guard Auxiliarists

Traveler Database HRSIC (TVL) downloads, maintains and updates the customer database once every two weeks, coinciding with the PMIS/JUMPS update cycle. Each UTS customer is provided their own traveler profile which holds personal data, regular mail and e-mail addresses, and other relevant information -- all of which can be updated by the TRAVELER.

Problems with Traveler Database Each TRAVELER profile is linked to a Unit OPFAC number. If you have an employee assigned to your unit who is unable to access UTS, contact HRSIC (TVL) Claims Assistance Team (CAT) for assistance:

Email: HRSIC-UTSCST@hrsic.uscg.mil

The Proxy

Definition A PROXY is a person designated to create (but not sign for or deliver) travel documents (travel orders and claims) for another individual.

Who Can Be a Proxy Any TRAVELER can act as a PROXY for another member of the same unit.

Limits Travel documents prepared by a PROXY can only be forwarded to the TRAVELER.

The Signature Proxy

Definition A SIGNATURE PROXY is a person designated by a TRAVELER to create, sign for, and forward travel documents.

Who Can Be a Signature Proxy Any person in the same unit can be designated a SIGNATURE PROXY by a TRAVELER.

Designation Procedure The TRAVELER designates the SIGNATURE PROXY in their personal profile.

The Approving Official (AO)

Introduction The Approving Official (AO) authorizes travel, approves expenses and forwards e-claims to HRSIC. Each unit must designate AO's to approve their UTS transactions. HRSIC (TVL) controls the maintenance of AO privileges in UTS for all units. AO's are required to physically possess the hardcopy order, advance or settlement request prior to electronic approval in UTS.

Who Can Be an AO Any E-5 or GS-6 and above, supervisor or manager, can be designated.

AO Duties AO's must:

- Confirm individual travelers possess a Government-sponsored Travel Charge Card (GTCC) when commencing official travel.
- Authorize and approve travel in support of the required mission(s).
- Make certain that directed travel is performed in the most efficient manner.
- Determine that travel expenses were necessary, reasonable, justified, and consistent with completing the assigned objective or mission.
- Deny/disapprove travel and travel expenses that DO NOT adhere to Federal Travel Rules and Regulations.
- Review and approve travel documents without delay.

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Section B
TEMPORARY DUTY

Approving Official (AO), Continued

Designation UTS profiles must be set up with user's password and general information required prior to faxing a request for UTS AO designation. UTS AO designation requests without a member's basic profile will not be updated in UTS by HRSIC.

Procedure To designate a UTS AO, utilize CG HRSIC Form 7421 (Enclosure 1).

1. Complete the first three sections of the form at the unit level.
2. Fax the form to HRSIC Travel at (785)-339-3774.
3. Upon receipt, HRSIC Travel will enable AO privileges in UTS.

Six helpful links can be found on CG HRSIC Form 7421 to aid members accessing UTS. The unit shall retain the original CG Form 7421 until the member/ employee departs the unit (transfer, discharge, etc.), or the UTS AO designation is otherwise terminated or revoked.

Terminating Privileges To terminate UTS AO designation and privileges, complete the final section of CG HRSIC Form 7421 and fax to HRSIC Travel at (785) 339-3774.

Section B
TEMPORARY DUTY

HRSIC

Introduction As the Process Owner of UTS, HRSIC (TVL) conducts system management, maintenance, and development.

Support Services This list identifies UTS support services provided by HRSIC (TVL).

Service	Description
Technical Support	Assistance troubleshooting UTS software errors, providing feedback to the field, and reporting corrections and enhancements to programmers.
Maintenance	Download/update UTS database(s) of AO's, user profiles, CG standard accounting lines, city per diem rates, and Reimbursable Agreement Numbers (RAN).
Travel Entitlement Computation	Process UTS transactions through IATS to calculate entitlements.
FINCEN Liaison	Act as liaison by releasing IATS data electronically to FINCEN for payment processing and resolving reported errors.
Reports	Provide query reports of value to units. This includes Travel Voucher Summary's (TVS).

The CG Finance Center (FINCEN)

Introduction The CG Finance Center (FINCEN) is responsible to verify IATS downloads from HRSIC and processing travel claim data for payment.

Support Services This list identifies UTS support services provided by CG FINCEN.

Service	Description
Customer Service	Travelers can call 1-800-564-5504 (or 757 523-6940 for OCONUS travelers) to use FINCEN's auto-attendant that reports the status of a travel payment.
Debt Collection	Collection of debts resulting from travel claim liquidation is established by FINCEN.
FINCEN Website	http://cgweb.fincen.uscg.mil/

Records Maintenance

Traveler	It is the traveler's responsibility to verify, maintain, and manage records for all travel transactions related to UTS.
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Travel Document Verification	Prior to approving transactions for claim settlement in UTS, the AO <i>MUST</i> have ALL supporting documentation and verify the data entered in UTS is accurate. Without the <u>original</u> travel order, amendments, receipts, and advance requests, the AO <i><u>SHOULD NOT</u></i> approve the transaction for payment.
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Records Retention	The member should retain travel claim records for six years and 3 months.
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Section B
TEMPORARY DUTY

Audits

Auditing Due to requirements of the Joint Federal Travel Regulations (JFTR) ALL Travel Claims submitted are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

HRSIC (TVL) will notify a unit by email of Travel Claims selected for audit.

Travel Claim Package The original Travel Claims package will consist of:

- the original Travel Order
- any amendments to the Travel Order
- the original DD-1351-2 (Oct 91) or (Aug 97)
- lodging receipts
- receipts for any expenditures of \$75.00 or more.

Tasks All Travel Claims submitted are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

WHO	Responsibility
HRSIC (TVL)	<ul style="list-style-type: none">• Initiate audit requests for specific claims either by official letter or message. Further instructions will be provided at the time of the audit request.• Audit claims by comparing UTS travel claim information with original claim documents.• If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) will be issued to resolve the travel reimbursement.• Claims received from units will NOT be returned.
TRAVELER	<ul style="list-style-type: none">• Responsible for repayment of monies received due to erroneous information provided on original claim submission.• Notify UTS AO immediately of any known discrepancies or changes to audited original travel claims.

FAX Transmittal of Travel Claims

Purpose	This section explains procedures to fax claims to HRSIC.
Fax Process	The travel claim fax process gives the unit a verifiable, accurate and timely delivery of travel payments.
Operating Parameters	<ul style="list-style-type: none">• Unit participation is voluntary. Units must designate Unit Authorizing Official (UAO) via letter to HRSIC (a minimum of two individuals are required).<ul style="list-style-type: none">◦ After a unit requests to participate in the TDY fax program, HRSIC (TVL) will contact them by phone, message or e-mail to notify them when they can begin faxing TDY claims to HRSIC (TVL).◦ All TDY travel claims including supplemental submissions from Active and Reserve military members, CG Civilian Employees, and CG Auxiliarists are eligible to use this fax procedure.• The traveler must submit competed travel claim package to UAO for review and forwarding (only the UAO is authorized to fax the package).<ul style="list-style-type: none">◦ UAO is responsible to secure all original travel claim packages and respond to future audit requests.• UAO completes certification sheet and faxes the sheet, orders, relevant amendments and the travel.
Claims Not Eligible to Fax	<p>The following list of travel claims are <u>NOT ELIGIBLE</u> for fax transmission and shall continue to be sent by mail to HRSIC (TVL) for standard processing:</p> <ul style="list-style-type: none">• NO PCS CLAIMS WILL BE FAXED, except for PCS Advances and Consecutive Overseas Tour (travel not in connection with PCS).• TDY travel financed by reimbursable agreements (RANs)• TDY claims for dependents• Witness travel

Continued on Next Page

Section B
TEMPORARY DUTY

FAX Transmittal of Travel Claims, Continued

Fax Duties

The following table sets forth procedures and responsibilities for the submission of faxed travel claims:

Person	Action
CO/OINC	<ul style="list-style-type: none">• Designate the local UAO's.• Assign UAO duties to responsible individuals of paygrade E-5 or above (or civilian GS-6 and above). <u>MORE THAN ONE UAO CAN BE DESIGNATED PER UNIT.</u> (A unit may have as many UAOs as it wants, provided adequate controls are in place.)• Notify HRSIC (TVL) when UAO designation is revoked.
UAO	<ul style="list-style-type: none">• Review, approve or disapprove, amend and certify (sign) all claims (as appropriate).• Fax <u>ONLY</u> one image of the following documents to HRSIC (TVL) within 2 working days from receipt.<ul style="list-style-type: none">(1) HRSIC Fax Certification Sheet with UAO's signed review.(2) Member's signed travel claim.(3) Signed original orders and amendments.• For a supplemental travel claim, include the above items along with a claim marked "<u>SUPPLEMENTAL</u>" (top center). UAOs <u>SHALL NOT</u> FAX CLAIMS A SECOND TIME WITHOUT APPROVAL FROM HRSIC (TVL).• <u>DO NOT</u> MAIL THE TRAVEL CLAIM TO HRSIC (TVL) AFTER USING THE FAX PROCESS.• UAO completes the HRSIC Fax Certification Sheet. By signing, the UAO attests to the validity of the claim and signifies claim settlement. The UAO is accountable for faxing and holding all submitted travel claim documents for future audit.

Continued on Next Page

Section B
TEMPORARY DUTY

FAX Transmittal of Travel Claims, Continued

Fax Duties
continued

Person	Action
UAO	<ul style="list-style-type: none">• Maintain a secure file of all original travel claim documents in the same manner as unit PDR's are held. Maintain unit log (optional).• Establish filing requirements that safeguard all original travel claim packages for audit purposes. Maintain a secure file of all original travel claim documents in the same manner as unit PDR's are held.• Utilize a local unit log sheet to track the history of the units faxed travel claim process and retain information.• Hold original travel claim files for 1 year at the unit and then forward to the Federal Records Center (FRC) for additional 5 years and 3 months retention, IAW standard procedures.
Traveler	<p>Submit Travel Claim Package to UAO which includes:</p> <ul style="list-style-type: none">• Travel Voucher, DD Form 1351-2, (use only revised Oct 91 and later edition).• Original Order, amendments and endorsements.• HRSIC Fax Certification Sheet.• Signed top portion of the page.• All original itemized receipts and endorsements. Receipts are required for any claimed expense of \$75.00 or more.• All lodging receipts. Lodging receipts are required to be itemized showing room rate and taxes, if applicable. <p>Supplemental claims: Submit a new travel claim marked "SUPPLEMENTAL" (top center). And:</p> <ul style="list-style-type: none">• Retain copies of travel documents for personal file.• Be accountable for claim substantiation.• Be aware of the <u>PRIVACY ACT STATEMENT</u> on page 2 of DD Form 1351-2, (Oct 91) and (Aug 97).

Continued on Next Page

Section B
TEMPORARY DUTY

FAX Transmittal of Travel Claims, Continued

Fax Duties
continued

Person	Action
HRSIC (TVL)	<ul style="list-style-type: none">• Upon receipt of faxed claim, UAO signature will be verified with the current UAO authorization letter.• Check for completeness of travel fax documents and <u>contact UAO by phone for corrections of any discrepancies.</u>• Follow HRSIC (TVL) procedures for routing, logging, and tracking claims.• Follow Joint Federal Travel Regulations, Federal Travel Regulations, and other service regulations to determine proper travel entitlements.

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Section B
TEMPORARY DUTY

FAX Transmittal of Travel Claims, Continued

PCS Advance Requests: Fax the following documents for PCS Advance:

- A fax cover sheet that identifies the originator, the member's full name and SSN, authorizing official's name, and unit name with phone number.
 - A completed original PCS Travel Order (CG-5131) signed by the authorizing official. Ensure PCS travel advance entitlements are authorized on orders.
 - A completed original SF-1038 "Advance of Funds Application and Account" with the authorizing official's signature. Blocks 1 through 10 on the SF-1038 must be completed. HRSIC (TVL) will mail the completed travel voucher summary to the traveler's address in block 9d of SF-1038. A traveler who submits a command approved PCS Departing Worksheet requesting an advance does not need to sign the SF-1038. Their signature is on the PCS Departing Worksheet; type "Signature on File" in the signature block of the SF-1038.
-

Where to Fax: **Fax #:** (785) 339-3775

Auditing: All travel claims are subject to the audit for funds accountability, unit controls, and process integrity. The original claim package must be available for audit due to requirements of the Joint Federal Travel Regulations. Claims for audit are randomly selected or selected based on settlement amount.

Duty	Action
HRSIC (TVL)	<ul style="list-style-type: none">• Initiate audit requests for claims by email message. Further instructions are provided in the audit request.• Audit claims by comparing travel claim fax information with the original claim documents.• Issue a credit or pay adjustment authorization (PAA) to resolve travel discrepancies.• Retain claims received from units.

Continued on Next Page

Section B
TEMPORARY DUTY

FAX Transmittal of Travel Claims, Continued

Auditing
(Cont'd):

Duty	Action
UAO	<ul style="list-style-type: none">• UAO will provide the complete original claim package upon request. Forward by mail to HRSIC (TVL) within 3 working days from date of official correspondence. <p>Note: Extensions may be requested based on operational commitments.</p>
Traveler	<ul style="list-style-type: none">• Responsible for repayment of monies received due to erroneous information provided on original claim submission.• Notify UAO immediately of any known discrepancies or changes to audited original documents.

If you have questions or need assistance please contact Travel's Customer Service at (785) 339-2250 or 1-888-872-4885 or via email HRSIC-TVLCST@hrsic.uscg.mil.

Amendments to TDY Orders

Amendment to Orders

Orders can be amended after-the-fact to document verbal authority given during the TDY travel period when unforeseen circumstances emerge that require the traveler to incur costs not originally anticipated.

The Order Issuing Official who directed and funded the travel makes amendments to TDY Orders. The amendment should identify:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change
- Authorized Official Signature

Amendments are done on memo, letterhead, or handwritten note and attached to the original TDY order.

When Amendments Are NOT Authorized

There are some provisions that, if not authorized in the TDY order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

Amendments Cannot Be Used to Deny an Entitlement

Under NO CIRCUMSTANCES can a TDY order be amended after the fact to deny a travel entitlement originally contained in the travel order

Example: Orders may not be revoked or modified retroactively so as to increase or decrease the rights that have accrued or becomes fixed, after the travel has been performed.

After travel is completed, an authority cannot retroactively modify travel orders to direct a reduced per diem rate when a commercial meal rate was initially authorized.

Blanket Travel Orders

Definition	A Blanket Travel Order is a TDY Order that covers repeated travel over an extended period of time.
Reference	JFTR, U2140-B, Blanket or Repeated Travel Orders
Requirements	<p>Blanket Travel Orders must meet the following requirements.</p> <ul style="list-style-type: none">• Be an order for an individual.• Define the time period covered by inclusive dates.• Define the geographic area in which travel can be performed.
Monthly Order	The period covered by a Blanket Travel Order that is one month in duration.
Quarterly Order	In a situation of almost constant travel (e.g., the sum of the TDY travel is expected to be 1 out of 3 months), a quarterly travel order may be appropriate.
Order For a Period in Excess of a Quarter	Only under the most continuous travel circumstances (e.g., the sum of the traveler's TDY period is expected to equal or exceed 6 months) should a Blanket Travel order for a period in excess of a quarter be issued.

Group Travel Orders

Definition	<p>A group Travel Order is an order that covers a group while traveling between the permanent duty station and a TDY location or between TDY locations.</p>
Reference	<p>JFTR, U4000, Guidelines in Prescribing Group Travel</p>
Travel Entitlements	<p>Group travel affects travel entitlements for travelers of the group ONLY while traveling between locations. Group travel has no impact on travel entitlements for travelers of the group while at TDY location(s).</p> <p>For unexpected expenses, attach form SF-1164 to orders.</p>
Identifying the Travelers	<p>The name of the senior traveler of the group will appear on the order with other travelers listed on an attachment that is a part of the order.</p> <p>Example: TO: LTJG/O2 SAFE T. HATCH 000-00-0000, USCGR and group (see attached)</p> <ul style="list-style-type: none">• This procedure generally enables changing only the attached list when the membership of the group changes <u>before</u> travel begins.• If the senior member changes, the basic order <u>must</u> be redone.
Preparing the Attachment	<p>The attachment will list and fully identify each traveler of the group by the following information:</p> <ul style="list-style-type: none">• rate/rank/grade• name• SSN• document identification number suffix <p>Note: The document identification # for each member will be the same EXCEPT each traveler will have a unique suffix specifically identifying that member.</p> <p>The command and staff symbol and duty phone need only be shown if the travelers are from different commands than that of the senior member.</p> <p>The last entry must be “AND NO OTHERS”.</p>

Liberty Combined With TDY Travel

Introduction	<p>A traveler will sometimes combine liberty with TDY travel.</p> <ul style="list-style-type: none">• The member may be...<ul style="list-style-type: none">➤ Taking liberty time to depart on TDY early or➤ Taking liberty time and returning from TDY late <p>An entry in the "remarks block" of the travel order specifying the traveler's liberty status in connection with TDY travel is <u>required</u>. The entry needs to denote the travel status will "constructively" begin on the necessary departure date and/or end on the necessary return date, exclusive of liberty time.</p> <p>The traveler will note LV/Liberty in the itinerary section 15 of DD-1351-2.</p>
Rationale	<p>TDY Orders where liberty is combined with travel MUST be annotated to prevent per diem from being erroneously paid for liberty days.</p>
Example 1: Member Departs Early	<p>Situation: Travel that should commence on January 8 but actually commences on January 6.</p> <p>Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. Travel status for per diem will begin constructively on 08JAN(YR). Note on your travel claim in block 16 the time and date your official duties at the TDY site began."</p>
Example 2: Member to Return Late	<p>Situation: Travel which should commence on January 8, and should end back at the permanent duty station on January 13 but will actually end on January 15.</p> <p>Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site ended."</p>

Continued on Next Page

Liberty Combined with TDY Travel, Continued

Example 3:
Member to
Depart Early
and Return
Late

Situation: Travel, which should commence on January 8 but actually will commence on January 6 and should end back at the permanent duty station on January 13 but actually will end on January 15.

Entry: “You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will begin constructively on 08JAN(YR) and end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site began and ended.”

Pay Entitlements Affected by TDY

Introduction Some pay entitlements may be affected by TDY assignment. The PERSRU/unit must ensure the traveler is aware of all entitlements affected by TDY orders.

Reference CG Pay Manual

- Section 3-B, Basic Allowance for Subsistence - Enlisted Members
- Section 3-F, Family Separation Allowance (FSA)
- Section 4-A, Hardship Duty Pay - Location
- Section 4-B, Career Sea Pay

Affected pay entitlements Use this table when counseling a member on which pay entitlements may be affected by a TDY order.

WHEN member goes TDY	THEN member
to a career sea pay eligible vessel/mobile unit,	is entitled to sea pay/time at the Level One rate (unless the member is permanently assigned to a CSP-eligible unit with a higher level of sea pay).
to a unit without a government dining facility	is entitled to ENL BAS (or grandfathered REG BAS) while TDY (both during travel and while at the TDY site).
to a unit with a government dining facility,	is entitled to ENL BAS (or grandfathered REG BAS) during travel days, and ENL BAS minus DISCOUNT MEAL RATE while at the TDY site.
to a shore unit from a career sea pay eligible vessel/mobile unit over 30 days,	is not entitled to sea pay after 2400 on the 30th day.
over 30 days and has dependents	may be entitled to Family Separation Allowance (FSA-T).
from a career sea pay eligible vessel,	may not combine ship underway time with TDY time to qualify for FSA-T.
over 30 days	MAY lose entitlement to hardship duty pay-location and/or diving pay.
away from overseas permanent station	entitlement to Family Separation Allowance - Housing (FSH) will terminate on the 59th consecutive day of TDY.

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 1-11

Introduction The CG-4251 is a form for issuance of civilian and military Temporary Duty (TDY) orders. The CG-4251 can be prepared using JetForms Filler software or a typewriter.

Procedure Here are specific directions to complete blocks 1 through 11 of the CG-4251.

Block	Entry	Ref.
1. Name	For individual travel enter the traveler's name in the following format: LAST, FIRST, MI, SUFFIX	
	For group travel enter the senior traveler's name in the following format: LAST, FIRST, MI, SUFFIX, AND GROUP (SEE ATTACHED)	PPPM 2-B-11
2. Grade/Rate	The traveler's rate/rank and pay grade Example 1: MK2/E5 Example 2: LTJG/O2	
3. DIV/Branch	The traveler's command (and staff symbol) if any. Example 1: ISC ALAMEDA (pru) Example 2: COMDT (G-WPM-2)	
4. Ext	The traveler's duty phone number, including area code, and extension. Example: 7853573691X35	
5. Depart Date	The date that the traveler is to depart the PDS and begin TDY travel, in the following format: DDMMYYYY Example: 08DEC1996 ♦ Note: If the traveler is taking leave or liberty and departing early enter the "constructive" date that the traveler would have departed to report on time had there been no leave or liberty authorized.	PPPM 2-B-12
6. Est. Days Absent	The number of days the traveler is expected to remain away from the PDS in a TDY status (do not include leave and liberty days) ♦ Note: This is the maximum number of days for which travel allowances can be paid. If the traveler is authorized to depart early and/or return late, an endorsement to the order authorizing the additional travel day(s) is required for additional travel allowances to be paid.	PPPM 2-B-12
7. Est. Cost	An estimate of the costs anticipated to be incurred to complete the ordered travel. Comment: The estimate is used to reserve (or obligate) funds for the travel, so accuracy is important. Costs that are more or less than the estimate will cause financial adjustments when the travel is completed and the actual costs are posted to the accounting system.	
8. Repeat Travel Orders	For a Blanket Travel Order enter the beginning and ending dates for the period the order covers, use the DDMMYYYY format Example: FROM 01OCT1998 TO 31OCT1998 ♦ If this is NOT a Blanket Travel Order enter "N/A"	PPPM 2-B-10

Continued on Next Page

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 1-11, Continued

Procedure,
continued

Block	Entry	Ref.
9.a Cmd, Dist., Firm or Org.	The name(s) of the TDY activity(ies) Example: TRACEN PETALUMA CGDSEVEN	
9.b Location	The geographic location(s) including county(ies) if in CONUS Example: Sonoma County, CA Miami (Dade County) FL	
9.c Date/ Time	Used if desired by the order issuing command to specify the reporting date and time. Time is expressed using the 24-hour clock and the date is expressed in the DDMMYYYY format. Example: 2400 22OCT1998	
9.d Revisit	<ul style="list-style-type: none"> • YES if traveler is authorized to revisit the TDY location(s) • NO if traveler is not authorized to revisit the TDY location(s) 	
10.a Regis. Fee	Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. ♦ Indicate in remarks (block 12) if the registration fee includes the cost of any meals and/or lodging.	JFTR U4535
10.b Excess Baggage	Any accompanied / excess baggage to be carried at government expense in connection with the TDY travel.	JFTR U3600
10.c Local Travel	Check the box if reimbursement for travel in the area of the temporary duty station is authorized.	JFTR U3400 JFTR U3510
10.d 1st class jet	Leave blank, unless approval for use of first-class air accommodations has been received from the Commandant or Vice Commandant. See DOT Travel Guiding Principles and submit Exhibit B – Request for Approval of Premium – Class Accommodations to COMDT (G-WPM-2)	JFTR U3125, DOT Travel
10.e U-Drive GSA Veh.	<u>Leave blank</u> , rental car authorization (if any) will be entered in block 12 (remarks)	
10.f Days Leave	The number of days leave authorized (if any). The leave must also be authorized on a CG-2519 (Leave Authorization)	PPPM 5-D-2
11 Mode of Travel	<u>Leave blank</u> , use block 12 (remarks) to authorize or direct the mode of travel.	PPPM Enclosure (3)

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Block 12

Introduction

Block 12 of the CG-4251 is used to

- document **WHY** the travel is being performed
- document **WHAT** is intended to be accomplished
- show **HOW** the travel is to be performed
- indicate expenses authorized
- indicate travel advances authorized
- enter any special provisions for the travel
- document the availability/non-availability of government quarters
- indicate **TYPE** of messing available

Instruction

Follow these instructions to complete block 12 of the CG-4251.

- **Example entries can be found in enclosure (3) to this manual.**

Entry	Travel Data
A	Current Messing Allowance at permanent duty station (select only one): (1) Receives ENL BAS MINUS DISCOUNT MEAL RATE (2) Receives REG BAS or OFF BAS) (3) Receives ENL BAS.
B	TDY Quarters availability (Select only one per TDY site): (1) Government Quarters (Includes Contract) directed by TDY site. (2) Commercial Facilities. **NOTE: Per JFTR U4400, for CG Personnel only: Govt Qtrs are available only if use is directed in the order.
C	Type of Messing directed at TDY location (Select only one): (1) Government Mess for all 3 meals. (2) Government Mess at the proportional Meal Rate. (3) Commercial Rate. (4) Reduced Per Diem in the amount of (\$) per day IAW COMDT (G-WPM-2) letter 4600 of (Date)
D	State the mode of transportation directed to, from, and around TDY locality. One or more of these example attachments may apply. (1) AUTH (compact, mid, full-size) rental car at TDY location. (2) AUTH Commercial Air Trans between PDS/TDY location. (3) AUTH local travel/public transportation or taxi at TDY site. (4) AUTH local travel in vicinity of PDS incident to TDY. **NOTE: Always arrange Official travel from either a CTO, in-house travel office or TMC, JFTR U3120
E	Government Travel Charge Card availability (Select only one): (1) Member possesses a Govt Travel Charge Card. (2) Member does not possess a Govt Travel Charge Card. (3) When either a Govt or Personal ATM Travel Advance is requested and authorized, the orders will state the following: (4) Travel Advance is authorized in the amount of (\$).
F	Travel Expense reimbursable items that require pre-authorization on the travel order are: (1) AUTH Registration or Seminar fee, JFTR U4535. (2) AUTH Reimbursement for Conference Costs, JFTR U2550. (3) AUTH Actual Expense Allowance in the amount of (\$) at (City, ST) for TDY period (Dates of TDY), JFTR U4200.
<u>NOTE:</u>	When travel orders do not direct the Government Meal Rate, or Proportional Meal Rate, or a Reduced Per Diem Rate, the settlement will result in the locality M&IE rate being paid. (See JFTR U4125-A3g for "deductible meals")

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 13-19

Introduction This will assist you in completing the remainder of the CG-4251.

Procedure Use these instructions to complete blocks 13-19.

Block	Description
13	Enter the date the individual requesting the travel signs the order, and the individual's signature. (OPTIONAL)
14	Enter the accounting data from the message (or other document) ordering the member's TDY. Object codes can be found in the Finance Center SOP, Appendix F.
14a	Approving official signs and dates.
15	Accounting division will complete.
15a	Accounting division official signs and dates.
16	Enter appropriate information as required.
17	Enter appropriate information as required.
18	From: Enter the approving official's command. To: Enter the name of the traveler.
Dist.	Original and 4 copies to the member. Copy for unit files. Copy for accounting/finance office Copy for each command to which the member is to report Copy for PERSRU
19	Authorizing Official signs and dates. Include the AO's phone number.

Section B
TEMPORARY DUTY

Letter Travel Orders

U.S. Department
of Transportation

**United States
Coast Guard**



Commandant
United States Coast Guard
Human Resources Service &
Information Center

444 SE Quincy Street
Topeka, KS 66604
Staff Symbol: TVL
Phone: (785)295-2250
FAX: (785)295-2835

TONO: XX/XX/XXXXXXXXXX000

XXXX

From: Unit
To: BM2 I. M. Coastie XXX XX XXXX, USCG

Subj: ORDERS; TEMPORARY DUTY; TRAVEL ORDERS

1. You are authorized to proceed from time to time during Fiscal Year _____ to such places within and beyond the continental limits of the United States as may be necessary on official business of the Coast Guard. Upon completion thereof, you will return to your permanent duty station for resumption of regular duty.
2. Travel necessary to the execution hereof is required by the public interests and is authorized chargeable against Coast Guard Accounting Data X/X/XXX/XXX/XX/X/XX, cost center XXXXX. Travel within CONUS is chargeable against object code XXXX.
3. Travel via government transportation is directed beyond the continental limits of the United States wherever available. Travel via commercial carrier is authorized when government contract carrier is authorized in order to satisfy travel schedule requirements. For MAC, Class Two priority is certified.
4. Travel via privately owned conveyance is authorized providing it has been administratively determined, for each travel segment, that this mode of travel is clearly more advantageous to the government. Local travel via streetcar, bus, subway, street railway, train, etc., is authorized. The use of taxicabs at your temporary duty station is authorized subject to the restrictions outlined in paragraph JFTR U3510. Hire of special conveyance (GSA vehicle or rental vehicle) is authorized as set forth in paragraph JFTR U3415. Excess baggage is authorized.
5. Registration fees for conferences, seminars, etc., are authorized.
6. The provisions of chapter 4 of the Joint Federal Travel Regulation, governing per diem rate and reimbursable expenses shall apply under these orders. Authorizations for Actual Expenses Allowance must be authorized on a trip by trip basis made by a separate endorsement. The endorsement must indicate the location and of Actual Expense.
7. Possession of valid TOP SECRET clearance is certified. Prior to departure, you will, as required, avail yourself of Defensive Security Briefing procedures as set forth in Coast Guard Security Manual, M5500.11A.
8. No proceed time is allowed under these orders.

The authority contained herein will expire 30 September 1999, or upon relief of your duties as Director of Resources.

J. SMITH
By direction

Authenticated Original Message Order

Introduction	<p>In our effort to improve and simplify the travel process. There are three very acceptable methods of travel order production. When the use of a Coast Guard travel order form is not necessary, these methods can be used.</p>
Types	<ul style="list-style-type: none">That official telecommunication message traffic may be used as a travel order. Messages that fund and direct official travel can be modified in a travel order authenticating process and used instead of TDY travel order forms CG-4251 or CG-5131. The message would contain the same travel data as the form. Simple – Print it, Endorse it, Sign it, and mark as “Original”.
Message Traffic	<ul style="list-style-type: none">Like message traffic, electronic mail (e-mail) can also be used as a travel order. Such e-mail must comply with COMDTINST 5270.1d; SUBJ: Management Of Electronic Mail. Namely: (a) a signed paper copy of electronically delivered correspondence must be retained on file at the point of origin; (b) e-mail should be sent RRR (Return Receipt Requested); and (c) the traveler receives an authenticated (signed) e-mail travel order prior to travel and for claim settlement.
E-mail	
TQC	<ul style="list-style-type: none">CGHRMS Issues TDY Orders. TDY training orders issued by Training Quota Management Center (TQC) via the airport terminal are on form CG5131. Simple – Print it, Endorse it, Sign it, and mark as “Original”.
Message Authentication	<p>The travel order authentication process has the potential to reduce travel order preparation time and eliminate duplicative effort.</p> <p>To qualify and use as a travel order form, the message/E-mail travel order, should possess this type of travel data (just like that of form CG-4251):</p> <ul style="list-style-type: none">A. Travel order number (TONO) and accounting line data;B. Traveler name, SSN, rank and unit;C. Traveler PDS subsistence allowance (as shown in example below);D. The Temporary Duty destination, Purpose and Location (City/County/St);E. Reporting Time/Date;F. Duration of TDY;G. Mode of transportation authorized or directed;H. Type of Quarters authorized or directed;I. Type of Messing authorized or directed;J. Whether traveler is (is not) a Gov’t travel charge card holder;K. Maximum amount of TDY travel advance funds authorized; andL. Specifically name reimbursable expenses that must be pre-authorized on the travel order, i.e., Conference costs, Registration fees, Rental vehicle & size authorization, Communication fees, Excess baggage, or Actual expense allowance in the amount of (\$) for (Locality name)(TDY period), etc.

Continued on Next Page

Section B
TEMPORARY DUTY

Authenticated Original Message Order, Continued

**Message
Endorsement**

Make the following authentication endorsement on the top of the first (front) page of the E-mail or if using a message, immediately above the date time group (FTG) number:

QUOTE

(Type in the current date)

FROM: CO (OINC), LONG TITLE NAME OF UNIT

TO: RANK/RATE TRAVELER'S FULL NAME, SSN

1. YOU ARE DIRECTED TO TRAVEL TDY AS DESCRIBED HEREIN AND RETURN AND RESUME REGULAR DUTIES THEREAFTER. FOLLOW GUIDELINES ESTABLISHED IAW THIS MESSAGE TRAVEL ORDER CONSISTING OF (#) PAGES. UNLESS OTHERWISE DIRECTED, THE ACCEPTED MODE OF TRANSPORTATION IS: (AS APPROPRIATE).

2. YOU ARE (ARE NOT) A GOVERNMENT TRAVEL CHARGE CARD HOLDER. A TRAVEL ADVANCE IN THE AMOUNT OF (\$000.00) IS AUTHORIZED AND SHOULD BE OBTAINED VIA (ATM OR TRAVELERS CHECKS). IF TRAVEL ADVANCE IS CHARGED TO THE USCG, ATTACH SF-1038 ADVANCE APPROVAL.

3. YOUR PERMANENT DUTY SUBSISTENCE ALLOWANCE IS:

(INDICATE EITHER: PARTIAL BAS, SEPRATS, OR ENL REG BAS OR OFF BAS)

4. (PLACE ADMIN MATTERS HERE, IE, AUTH LEAVE, MAW COMPLIANCE, ETC) SUBMIT YOUR TRAVEL CLAIM WITHIN 3 DAYS AFTER RETURNING FROM TDY FOR REVIEW AND APPROVAL BY YOUR SUPERVISOR.

//S//

AUTHORIZING OFFICIAL SIGNS MSG/E-MAIL

INSERT AO PHONE NUMBER AND DATE.

UNQUOTE

➤ AFTER AO SIGNATURE (AUTHENTICATION) HAVE MSG
STAMPED: **ORIGINAL**.

Continued on Next Page

Section B
TEMPORARY DUTY

Temporary Duty (TDY) Checklists

Introduction These checklists have been provided to assist the unit/PERSRU in completing all necessary tasks required for departing and reporting members who are performing TDY. These job aids are designed to be reproduced locally.

TDY Departing checklist Use this checklist when a member requires a TDY order.

Step	Action			Reference	Date
1	Counsel member on travel and pay entitlements			JFTR, Chap. 4 PPPM, 2-B-29	
2	Set up travel arrangements. If member is going TDY to "A" School, and an airline ticket is issued, ensure it is a round trip ticket.			Local policy	
3	Get Commandant (G-WPM) approval if TDY will be over 180 days			CGS-JFTR, 2145	
4	Complete travel order			PPPM, 2-B-30	
5	Ensure member has sufficient funds; arrange for advances if needed			CGS-JFTR, 2300	
6	Ensure member has sufficient obligated service			PERSMAN	
7	Ensure member has proper security clearance			PERSEC	
8	Ensure member meets weight standards (if applicable)			Weight Instruction	
9	Complete PCS/TEMDUINS to "A" School worksheet (CG HRSIC-2001) if member is going TDY to "A" School.			Local Policy	
10	If the TDY period is expected to be over 30 days, send a copy of the order, endorsed with the date and time the member departed, to the PERSRU so that pay entitlements affected by TDY can be stopped/started			PPPM, 2-B-29 SDAII User Manual, Chap 6	
11	If	And	Then	PPPM, 7-B-3	
	the member has dependents	the TDY period is expected to be over 30 days	provide the member with an FSA Worksheet		
	Instruct the member to complete and submit the FSA Worksheet the PERSRU, with a copy of the TDY order on the 31st day away from the permanent duty station				
12	Forward PERSRU PDR to TDY unit's PERSRU if TDY over 60 days			PDR Instruction	

Continued on Next Page

Section B
TEMPORARY DUTY

Temporary Duty (TDY) Checklists, Continued

TDY Duty Site checklist Use this checklist for members TDY at your duty site:

Step	Action	Reference	Date
1	Receive copy of TDY order		
2	Verify member reports for TDY. If member fails to report, notify the permanent unit.	PPPM, 10-B-4	

Continued on Next Page

Section B
TEMPORARY DUTY

Temporary Duty (TDY) Checklists, Continued

TDY return checklist Use this checklist when a member returns from TDY

Step	Action	Reference	Date
1	Ensure member traveled in accordance with the order. If member was required to deviate from the order as issued, ensure any necessary amendments and/or endorsements have been affixed to the original order	JFTR, 4400	
2	Ensure member submits travel claim to supervisor within 3 working days of return	PPPM, 2-B-4	
3	Ensure supervisor reviews the travel claim and signs and dates block 16 within 2 working days	PPPM, 2-B-4	
4	Provide the PERSRU with a copy of the order, endorsed with the date and time that the member returned to the unit and a copy of the member's travel voucher, so that the pay entitlements affected by TDY can be stopped/started	PPPM, 2-B-9	
5	Ensure the travel claim, original order, and receipts are forwarded to HRSIC (TVL)	PPPM, 2-B-4	
6	Forward Career Development Worksheet to PERSRU to report school completion or addition of enlisted qualification codes.	PPPM, Encl (1)	
7	Review and complete PCS/TEM DUINS to "A" School (CG HRSIC-2001) if member is returning from TDY to "A" School.	PPPM, Encl (1)	
8	Submit Temporary Duty (P620) transaction (unless the member is not required to eat at a government messing facility at <u>both</u> the permanent unit <u>and</u> the TDY unit).	SDAII User Manual, Chap 6	

Reimbursement Methods

Introduction This section covers various reimbursement methods used during TDY.

Per Diem Definition Per Diem is a daily fixed allowance based on geographic locality used to reimburse travelers for lodging, meal and incidental expenses incurred while performing official travel. This allowance is separate from transportation and other miscellaneous expenses.

Note: Current locality per diem rates are available on our Web Site at <http://www.uscg.mil/hq/hrsic/>.

Per Diem Types • **Normal Lodging Plus Rate (LDP)**
Entitlement to per diem is based on the actual lodging cost incurred plus meals and incidental expense (M&IE) allowances. The total amount is limited to the maximum locality rate established for the TDY area. This per diem type is known as the Lodging Plus (LDP) System. See Joint Federal Travel Regulations (JFTR), Chapter 4.

♦ *Note:* 1. This type of per diem is commonly listed on orders as “Government Quarters & Messing Not Available.”
 2. For INCONUS daily lodging, taxes are **not** included in the daily amount. These taxes are an allowable reimbursable expense under the “miscellaneous reimbursement section.” OUTCONUS lodging taxes are included in the daily lodging amount.

Continued on Next Page

Reimbursement Methods, Continued

**Per Diem
Types,
continued**

- **Actual Expense (AE) & Super Actual Expense (SAE)**

For circumstances where lodging plus per diem reimbursement would not be sufficient to cover traveler expenses, entitlement to an actual expense allowance may be authorized. Actual expense (AE) permits the traveler to exceed the maximum locality rate for both lodging and M&IE expenses. When the traveler is authorized to exceed the maximum lodging portion only, the per diem rate is actual expense for lodging with the M&IE portion at the LDP rate (AELP). Normally actual expense is limited to 150% of the maximum locality rate for the area where duty is performed. In certain cases, such as short notice TDY or TDY in seasonally high cost areas, actual expense may be authorized not to exceed 300% (SAE). Actual expense cannot be a blanket authorization. Each trip and locality must be authorized separately listing the locality, dates, and amounts. See JFTR, U4200.

Note: This type of per diem is listed on orders as either "Government Quarters & Messing Not Available, Authorized Actual Expense not to exceed \$_____ per day or Actual Expense Authorized for Lodging only not to exceed \$_____ per night for the dates of _____ through _____."

Example: Locality is city "A" – Maximum is \$80.00 per day
Lodging - \$50.00 & M&IE - \$30.00
150% Actual Expense for Lodging & M&IE is
 $150\% \times \$80.00 = \120.00 per day for lodging & M&IE
150% Actual Expense for Lodging only is
 $(150\% \times \$80.00) - \$30.00(\text{M\&IE}) = \$90.00$ per night for lodging.

- **Training (TNG)**

When military traveler's attend various courses of instruction and are required to use government quarters and unit essential messing, per diem is paid at the current government meal rate (unless provided meals at no cost) and an incidental rate of \$2.00 for INCONUS or \$3.50 for OUTCONUS. Travelers may also be reimbursed for government quarters fees, if charged. See JFTR, U4125.

- **Field Duty**

Travelers on field duty are not entitled to per diem unless circumstances per reference JFTR, U4105.D apply. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400, the day before the day on which it ends. See JFTR, U4102.L & U4105.D.

Continued on Next Page

Reimbursement Methods, Continued

**Per Diem
Types,
continued**

- **Sea Duty (SD) or Government Ship (GS)**

Military members are not entitled to per diem for any period of TDY or training while in a sea duty status or aboard a government vessel. Per diem entitlement ceases at 0001 on the day after the date of arrival aboard and ends at 2400 on the day before the date of departure from the vessel. This duty is considered unbroken when a member transfers from one vessel to another and the transfer is made within a 10 hour period. See JFTR, U4102

- **Special or Reduced Per Diem (SPR)**

Special or Reduced per diem is a flat rate that is below the normal lodging and M&IE rate for the locality. This per diem rate must be approved by COMDT (G-WPM-2) and are established for a particular mission/operation. If used, the special rate must be listed on the travel order. See JFTR, U4135.

- **Inpatient**

There is no per diem entitlement for travelers in an inpatient status. However, travelers who must remain on TDY at a medical facility for follow-up appointments or therapy are entitled to per diem allowances. See JFTR, U7125.

- **Assigned to Rehab Center (REH)**

There is no per diem entitlement for travelers while assigned TDY to a rehabilitation center where both government quarters and mess are available. See JFTR, U7125.

- **No Per Diem (NP)**

There are some other circumstances where per diem is not authorized for travel. Some examples are:

- Travel or TDY Within PDS Limits - Except as for JFTR, U4105.H per diem is not payable for travel or TDY within the limits of the PDS.
- Round Trips Within 12 Hours - Per diem is not payable for any period of TDY that is performed entirely within 12 hours.

*Note: 1. See JFTR, U4100 & U7125 for more info about non-per diem status.
2. Occasional meals may be reimbursement for certain circumstances for the above types duty. See JFTR, U4102.*

Continued on Next Page

Reimbursement Methods, Continued

Travel Settlement Defaults

TDY travel rules have several ‘defaults’ or assumptions when information is inadequate or absent on the travel order. The protection against these defaults is a TDY order that contains clear, adequate, and correct information. The defaults include:

GOVERNMENT MESSING:

Default meal settlement standard (JFTR, U4400). When Travel Orders **do not direct** the government or proportional meal rate, the locality meal and incidental (M&IE) rate shall be paid.

QUARTERS:

Government Quarters are available **ONLY IF** use is directed in the Official Travel Order.

TRANSPORTATION:

Unless the order-issuing official directs a specific transportation mode(s) or any exception(s), transportation expenses will be paid on the assumption common carrier air transportation is the most cost efficient and expeditious way to travel. For ticketing purposes, always use an in-house Travel Office, Contract Travel Office (CTO), or Travel Management Center (TMC) to ensure the traveler receives the government contracted reimbursable rate. See JFTR, Chapter 3.

OTHER EXPENSES:

ONLY EXPENSES which are pre-authorized and clearly implied by the order (e.g., transportation to/from common carrier terminals when common carrier transportation is necessary) or specifically addressed by the order (e.g., rental car) are available to the traveler.

RECEIPT REQUIREMENTS:

A receipt must show what and when specific services were rendered or articles purchases, and the unit price. See JFTR, U2500.

Receipts are required for:

1. Lodging expenses regardless of amount, and
 2. Any claimed expenditures of \$75.00 or more.
-

Submission of Manual Travel Claims

Introduction This section will guide you through the process of finishing up your travel voucher and submitting it to your supervisor for review.

The Travel Claim Package The following items are required for each travel claim:

- Original.
- Original travel orders, including any amendments or endorsements. (For **Document Type 13, Repeat Travel Orders**: order issuing activity will retain all original orders; orders must indicate in the remarks block the name, phone number and e-mail address of the office where the originals are on file.
- Original itemized receipt for lodging expenses no matter the amount.
- Original receipts for reimbursable expenses of \$75 or over. For lost receipts, sign a statement as below in block 29 of your travel claim:
Lost original receipt(s). I will not make another claim against the government for this item on this TONO. Signature _____

NOTE: Please itemize your costs (i.e., how much spent for each item). For hotel receipts it is necessary to provide the name of the hotel, phone number, address and a point of contract at the hotel for verification.

- Endorsement(s) or SF-1038 for advance travel payment(s), if any.

Travel Voucher Submission Review the travel claim package to ensure it's complete, correct; and all entitlements are claimed. Review with the "Traveler's Checklist".

Prior to submitting the travel claim package to your supervisor for admin review, **make a complete copy for your records**. It is important to keep a copy in case you need to submit a supplemental claim or the claim is lost in the mail. You must retain copies of your travel claims for six years from the date of settlement of the claim. HRSIC (TVL) will **not** return the original travel claim package.

- Securely staple the travel claim package to prevent loss of receipts or separation of package. (Refrain from using paper clips).
- Remember that you must submit your travel voucher to your supervisor within three days of completion of travel.
- It is up to your supervisor to complete the administrative review and forward the entire package to HRSIC (TVL) for processing.

Continued on Next Page

Submission of Manual Travel Claims, Continued

Payment

If all documentation is correct, HRSIC (TVL) will process your claim then electronically transmit the payment information to the Coast Guard Finance Center (FINCEN) for payment.

NOTE: If you want direct deposit sent to an account other than your current payroll account, complete and forward a Direct Deposit Fast-Start Form (SF-1199A) (available from your financial institution) or a CG HRSIC-2015, Pay Delivery Worksheet (Enclosure (1) to this manual) to the Coast Guard Finance Center. For the Pay Delivery Worksheet, mark the form "For Travel Claim Payment Only."

**Non-receipt
of Payment**

Allow 10 working days from the date the Travel Voucher Summary is received to the date you receive payment. If payment or notification of overpayment/claim rejection is not received by the end of this period, contact:

- Coast Guard Finance Center's automated voice response toll-free number 1-800-564-5504. Enter your social security number to receive information for the last five travel claims processed.
-

Continued on Next Page

Submission of Manual Travel Claims, Continued

Non-receipt of Payment

If the Finance Center has no record of the travel payment, contact HRSIC's Claim Assistance Team for assistance (Travelers using Industrial site accounting should contact their respective site). They will assist the unit/traveler to verify the claim was processed, the amount due, and the date travel payment authorization was sent to the Finance Center. Email Travel's Claim Assistance Team at HRSIC-TVLCST@hrric.uscg.mil or call:

(785) 339-2250 or 1-888-872-4885 (1-888-USCG-TVL)

- **Note:** The toll-free number (888) is for travelers without access to an FTS line, (i.e., Reservists, Auxiliarists, separated members, etc.). Have a copy of the travel claim package or Travel Summary Sheet when calling.

The Claim Assistance Team will research your claim and advise you the next working day of its status and any further actions you may need to take.

- **Note:** If you have waited more than 15 working days from the date the claim was mailed you may call the Claim Assistance Team at the above numbers to ascertain the claim's status.

Mailing Procedures

When submitting claims to HRSIC (TVL) for processing, use the address below

Address
COMMANDING OFFICER (TVL) COAST GUARD HUMAN RESOURCES SERVICE & INFORMATION CENTER P O BOX 3551 TOPEKA KS 66601-3551

Note: DO NOT fold travel claim documents. Mail (unfolded) in large envelopes with all documents and receipts **stapled** together as one package to reduce risk of lost documents. Using this PO Box for other than travel related materials would cause a significant delay in processing.

Rules for Claiming Official Phone Calls

Introduction

This section provides additional information for military personnel and civilian employees who are requesting reimbursement for official telephone calls or other communication charges.

Rules Concerning Official Calls for Military Personnel

Military personnel should follow these rules when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business:

- Local calls may only be claimed when the calls were for official business, and you provide an itemized listing when you submit your travel voucher.
 - Long distance calls are not reimbursable unless the order-issuing official has completed the certification in block 20 of the travel voucher.
 - Travel Orders and their subsequent amendments will authorize reimbursement for communication services as approved by the order issuing activity.
-

Rules Concerning Personal Calls for Civilian Personnel

Civilian personnel should follow these rules when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business:

For calls made within the Continental United States:

- Brief calls (less than 5 minutes) are allowed.
- A claim of no more than \$5 may be made for each day while in a travel status.
- Reimbursement will not be made for more than one call per day.

Outside the Continental United States

- A claim of no more than five documented minutes may be made for each day while in a travel status.
 - Reimbursement will not be made for more than one call per day.
 - The maximum reimbursement allowed for telephone calls is \$10 per day.
-

Section B
TEMPORARY DUTY

Accounting Data

Introduction The most common cause for delay in processing travel claims is incorrect accounting data. This section will help determine whether or not the accounting data on your travel order is correct.

Document Number The Document ID Number or Travel Order Number (TONO) consists of 16 digits. The first four digits represent the type of travel and Fiscal Year. The TONO should be similar to one of the following:

Type of order	Example
TAD	<u>1198234</u> PBZA 73000
PCS, Retirement, Discharge	<u>1298234</u> P 23704000
Blanket or Repeat	<u>1398234</u> ZM 1233000

Note: Industrial site TONOs differ from this restriction.

Accounting String The accounting string is used to charge the cost of travel to the appropriate unit and funding account. The string is represented by a series of alphanumeric characters. The general format of Coast Guard accounting line data is:

2/	F/	801/	136/	30/	0/	AB/	12345/	2673
Agency Code	Region/ District Code	Appropriation Code	Appropriation Limitation code	Allotment Fund Control Code	Allotment Level Indicator Code	Program Element	Cost Center	Object Class

Reimbursable Agreement Numbers (RAN) Coast Guard travelers often travel TDY for other Government agencies (OGA), such as State Governments, EPA, Treasury, and other U. S. Armed Forces. When OGA offers to fund TDY, the unit must coordinate how that TDY will be reimbursed through FINCEN. It is simple:

- Produce Travel orders and assign a routine TONO & Accounting String

Note: In Accounting line, change AFC 30 to read 80. Ensure TONO region corresponds to Program Element.

An example of a RAN accounting string and TONO follows:

A. ACCT String: 2/H/801/899/**80**/0/**WA**/77950/2152

B. TONO: 1198238**HWA**026000

Note: The region H is the 8th character of the TONO. The Program Element WA is the 9th & 10th character of the accounting string. AFC: 30 is also changed to read 80.

Note: These accounting restrictions do not apply to Industrial accounts.

Continued on Next Page

Accounting Data, Continued

**Document Type
33 and DITY
Moves**

Claims for reimbursements of Document Type 33 (Miscellaneous items) and Do-It-Yourself (DITY) moves should be forwarded to the Coast Guard Finance Center (FINCEN) for processing. HRSIC (TVL) does not process these types of claims.

- Send Document Type 33 and DITY move claims to:

COMMANDING OFFICER (33)
U S COAST GUARD FINANCE CENTER
1430 A KRISTINA WAY
CHESAPEAKE, VA 23326-1000

ATTN: MISC. REIMB.

Section Overview

Introduction

Active Duty for Training (ADT) includes:

- Active Duty for Training for Annual Training (ADT-AT)
- Initial Active Duty for Training (IADT)
- Active Duty for Training - Other Training Duty (ADT-OTD)

ADT is a tour of Active Duty that is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces during war or national emergency and such other times as national security requires. Section 3-A of the Reserve Policy Manual, COMDTINST M1001.28 defines these duty types in detail. This section will focus on the procedures and processes governing ADT.

In this section

Topic	See Page
The ADT Process	2-C-2
Amendments to ADT Orders	2-C-5
Preparation of Annual Screening Questionnaire	2-C-6

The ADT Process

ADT order processing

This table describes the stages of ADT order processing.

Reference

- (a) COMDTINST M1001.28, Reserve Policy Manual
(b) HRSICINST 5231.2, SDAII User Manual

Stage	Who does it	When	What happens
1	Member & Supervisor	At least 45 working days prior to the date of ADT	<ul style="list-style-type: none">• Discuss desired consecutive/non-consecutive duty dates.
2	Member	At least 45 working days prior to date of ADT	<ul style="list-style-type: none">• Complete the Request for ADT Orders, CG-3453 (Rev 7/98).• Forward request to unit using email/fax/mail.
3	Unit	Within 5 days of receipt of request	<ul style="list-style-type: none">• Endorse CG-3453 and forward to PERSRU, or to ISC (PF) if member is requesting resident training, ADT of over 12 days, or ADOT.• If the member will be entitled to special duty assignment pay (SDAP) during ADT, record entitlement in block 23 of the CG-3453.• If member is performing IADT Phase II and attending class “A” School, complete the Departing for TDY or PCS/TEMDINST To “A” School Worksheet (CG HRSIC-2001).• Ensure the member has a security clearance if required while on ADT.• If ADT is over 90 days, forward Medical/Unit PDR to ADT site.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who does it	When	What happens
4	PERSRU	Within 2 days of receipt of an approved request	<ul style="list-style-type: none">• Complete ADT travel order (CG-5131). For consecutive ADT, generate accompanying R990 transaction IAW 2-B of reference (b).• Attach to CG-5131, a blank Non-Consecutive Active Duty Endorsement Sheet, CG-5131A, if non-consecutive duty is authorized.• Complete P607 transaction if the member is entitled to SDAP or COLA while on ADT.• Maintain approved request and copy of orders in PERSRU files and PDR for 1 year.• Mail original CG-5131/CG 5131A to member with copies to the members unit, the unit where the ADT will be performed, and servicing ISC (PF).• In cases where the ADT is for 60 or more days (e.g., IADT Phase II to “A” School):<ol style="list-style-type: none">1. Submit D100/VDE47 Administrative Change of PERSRU to transfer the member’s SDA-II database.2. Review and mail the PERSRU PDR to the PERSRU servicing the ADT site.3. Set up tracking of completion date of ADT period.
5	Member	As directed by orders	Report to ADT site
6	ADT site	Member reports for ADT	Notify PERSRU if member deviates from orders by reporting at a different time or fails to report.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who does it	When	What happens
7	ADT site	Member completes ADT	<ul style="list-style-type: none"> Endorse CG-5131 or CG-5131A to show: <ul style="list-style-type: none"> (1) date and time member reported and departed, and; (2) availability of Gov't qtrs/mess. Fax copy of endorsed CG-5131 (and CG-5131A for non-consecutive duty) to member's home PERSRU on the same day. Complete a performance evaluation and forward it to the members permanent unit. <p><i>Note: In cases of ADT of 60 or more days, The PERSRU servicing the ADT site shall submit all required PMIS/JUMPS transactions to record pay/personnel changes while member is at the ADT site, including advancements (P555), assignment of a designator (P555), school completion (P341). Upon the member's departure from the ADT site, a D100/47 transaction shall be prepared to transfer the member's SDA-II database back to the original PERSRU, and the PERSRU PDR shall be mailed back to the original PERSRU.</i></p>
8	PERSRU	Within 2 days of receipt of endorsed CG-5131 /CG-5131A	<ul style="list-style-type: none"> For consecutive ADT, if necessary submits corrected action R990 IAW section 2-B of reference (b). For non-consecutive ADT, completes action code R990 IAW section 2-B of reference (b). Submit R991 and R975 if ADT was over 29 days. Submit a P625 transaction to stop SDAP/COLA if appropriate. In IADT cases, verify that the reservist's school completion and advancements/designator assignment have been recorded in SDA-II.
9	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original CG-5131.
10	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to HRSIC (TVL) for processing.
11	HRSIC (TVL)	Upon receipt of voucher	Process travel voucher for payment of travel entitlements.

Amendments to ADT Orders

**When orders
can be
amended**

Orders can be amended after the fact to document verbal authority given during the ADT travel period when unforeseen requirements emerge that require the member to incur costs not originally anticipated.

Travelers seek modifications or changes to their orders through the Order Issuing official that directed and funded the travel. The form of the amendment should identify the:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change

This information should be attached (memo, letterhead, or handwritten note) to the original travel order

**Situations when
amendments
are not
authorized**

There are some provisions that, if not authorized in the order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

**Amendments
cannot be used
to deny an
entitlement**

**UNDER NO CIRCUMSTANCES CAN AN ORDER BE AMENDED
AFTER THE FACT TO DENY A TRAVEL ENTITLEMENT
CONTAINED IN THE ORDER**

Example: An order can't be amended after the fact to "unauthorize" a rental car authorized by the order in order to deny payment to the traveler

Preparation of Annual Screening Questionnaire

Introduction 10 USC 271 requires an annual screening of Ready Reserve members to ensure they are properly skilled and able to report for active duty if mobilized..

References Currently directed by ALDIST. New guidance to appear in the Reserve Policy Manual, COMDTINST M1001.28 in future update.

Preparation procedures Procedures for completing annual screening:

Step	Action
1	PERSRU produces Annual Screening Questionnaire, (CG-3799) in SDA-II and forwards to Unit.
2	Ready Reservist verifies preprinted information in items 1-6, completes blocks 8-13 and signs block 7. For items that are incorrect or are blank, type or print the correct information in the space provided. Return completed form within 30 days of receipt to your PERSRU.
3	PERSRU prepares PMIS/JUMPS entries to record screening in accordance with Chapter 2-B, SDA-II User Manual, HRSICINST M5231.2.

Continued on next page

Preparation of Annual Screening Questionnaire, Continued

Definitions

The following are definitions of the terms used on the CG-3799:

- **Items #1-3**, Self-explanatory.
 - **Item #4**, Obligation Date: Is the end of current enlistment for enlisted reserve members. For obligated reserve officers, it is the date when their obligation ends.
 - **Item #5**, Date Last Physical: Refers to the date that the last military physical was approved.
 - **Item #6**, Martial Status: If marital status has changed ensure proper documentation, including a current CG-4170A, has been submitted.
 - **Item #7**, Signature and Date
 - **Item #8**, BAH Code. See pages E-5-3 and E-5-4 of this manual for a list of codes.
 - **Item #9**, Occupation Code. Provide additional information in the space provided if this Civilian Occupation Code does not address your current occupation. A listing of civilian occupation codes is contained in the “Department of Labor Directory Of Occupational Titles”, a copy of which is maintained by each PERSRU.
 - **Item #10**, Name and address of current employer.
 - **Item #11**, Dates of School completions.
 - **Item #12**, List Qualification Codes for enlisted members and Experience Indicators for officers.
 - **Item #13**, Check “yes” or “no”. If no see chart below.
-

Mobilization

The following are the steps to follow if you are unable to mobilize.

If	Then
You are not available for mobilization because of employment or occupation,	Ensure your employer has filed the proper documentation. Note: Your position must be classified as exempt under Title 44, CFR, Part 333.
You are not available for mobilization because of hardship	Provide documentation prescribed by section 8-B-8, Reserve Policy Manual, COMDTINST M1001.28.
You are not physically qualified to perform active duty	Provide documentation from your doctor (e.g., letter)

Section Overview

Introduction Active Duty Other Than Training (ADOT) includes:

- Involuntary Active Duty
- Voluntary Active Duty for Emergency Operations
- **Active Duty for Special Work (ADSW)**

This section will focus on the procedures and processes governing ADSW-AC, (formerly TEMAC). This duty may be performed by reservists in the Selected Reserve, Individual Ready Reserve (IRR) or the Standby Reserve (Active Status). Note: IRR and Standby Reserve include those referred to as Active Status Pool (ASP).

References Reserve Policy Manual, COMDTINST M1001.28
ALDIST 183/96
COMDTINST 1330.1 (series).

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Projecting Cost of ADSW-AC Orders

Introduction	All ADSW-AC costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) entitlements (when applicable) are normally the responsibility of the commands using ADSW-AC. Commands using long-term ADSW-AC should keep in mind those personnel assigned to a unit for over 20 weeks are entitled to PCS entitlements. Assignments cannot exceed 360 days and cannot cross fiscal years.
References	Personnel Manual, COMDTINST M1000.6A, Art 4.G, 7.A.19-20 Pay Manual, COMDTINST M7220.29, Chapter 12 Joint Federal Travel Regulations (JFTR), U7G
Estimating Total Cost	<p>The Benefiting Unit shall determine the cost of Pay and Allowances, FICA and Travel and record it in Section III (Document ID and Accounting DATA) of form CG-3453 (Rev. 7/98). If the period of ADSW-AC covers a portion, rather than a full 15 day pay period, (i.e.: 25-30 June vice 16-30 June), compute the pay and allowances for the partial period by dividing a full month's entitlement by 30 days then multiply that daily amount by the number of days. Compute total cost taking the following into account:</p> <p>Pay and Allowances</p> <ul style="list-style-type: none">• Base Pay (including longevity increases)• BAH/OHA• Subsistence (actual days)• FSA (if period of ADSW-AC is over 30 days refer to page 7-B-3)• CONUS COLA or COLA• Leave to be earned and sold• Any other station allowances <p>FICA</p> <ul style="list-style-type: none">• Multiply .0765 x one month's base pay. This amount is reduced from the base pay accounting line and added to the FICA accounting line. <p>Travel Entitlements</p> <ul style="list-style-type: none">• Travel costs to and from the ADSW-AC site• Per diem for travel days <p>Note: Travel Entitlements are not payable if ADSW-AC site is within the geographical limits of the members' home.</p>

Document ID's (TONO) for ADSW-AC Orders

Introduction The Benefiting Unit shall provide three separate Document ID's in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders. The DOC Type 72 is used to pay the member in PMIS/JUMPS. The DOC Type 11/12/13 is used to pay the member for travel in IATS.

References FINCEN SOP, FINCENSTFINST M7000.1, Chapter 5

Document Number Examples

- 11/99/29/9/8/16/001/000 (for TVL)
- 72/99/29/9/8/16/001/000 (for P&A)
- 72/99/29/9/8/16/001/001 (for FICA)

DOC ID TABLE This table gives guidance on each part of the document number.

Field	Function
11 - Document Type	Use DOC type 11 for all Reserve Travel Orders with a consecutive duration under 20 weeks. Use 13 for non-consecutive duty under 20 weeks. Use 12 for PCS Travel Orders (duty over 20 weeks). Use 72 for Pay and Allowances and FICA.
99 - FY Funded	Last two digits of the FY in which the transaction will be funded.
29 - Procurement Site Code	"29" represents the Eighth District Office. A listing is found in Appendix H to the FINCEN SOP. This number should remain constant for each office.
9 - FY Contract Originated	Last digit of the fiscal year of the initial document.
8 - Region	Region/district from Appendix A, FINCEN SOP. "8" stands for Eighth District.
16 - Program Element (PE)	For most units, this field will be constant. Those units that have several program elements or other than normal 2-digit PE's should use a master 2-digit PE assigned by their Budget Office for document numbering purposes. For reserve orders use only the first two characters of the Accounting Line Program Element.
001 - Document Sequence	Assigned by the unit for expenditure of funds.
000 - Suffix	Subdivision within expenditure. For ADSW-AC Orders, use 000 for Travel and Pay & Allowances, and 001 for FICA Entries.

Accounting Line Data for ADSW-AC Orders

Introduction The Benefiting Unit shall provide three separate Accounting Lines in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders."

References FINCEN SOP, FINCENSTFINST M7000.1, Chapter 4

Accounting Line Data:

- 2/8/901/108/30/0/16xx/12345/2100 (Travel)
- 2/8/901/108/30/0/16xx/12345/117K (P&A)
- 2/8/901/108/30/0/16xx/12345/122R (FICA)

Accounting Line Table This table gives guidance on each part of the document number.

Field	Function
2 - Agency Code	Indicates the Coast Guard. It will always be "2".
8 - Region/District Code	Normally constant for a particular unit. Example: 8 for Eighth District, F for FINCEN.
901 - Appropriation Code	Last digit of the fiscal year. (9=1999). Remaining digits are the appropriation account. For ADSW-AC use "01".
108 - Appropriation Limitation Code (ALC)	First digit is type of funding, direct or indirect. Use "1, 2, 3 or 8" as per Appendix C of reference (a) for Reserve Orders. 1=Direct Funds, 2=Direct Funds (pickup accounts), 3=Direct Funds (HQ Refund Program), and 8=Reimbursable Funds. Second two digits is Administrative Target Unit (ATU): 01 for First Coast Guard District, 07 for Seventh Coast Guard District, 36 for FINCEN, etc. Some ATU's have four digits such as LANTAREA, which is 2032.
30 - Allotment Fund Control Code (AFC)	Most units and staff elements will use a constant 30 in this field. Day to day CG operations are generally funded through AFC 30.
0 - Allotment Level Indicator Code (ALIC)	This field will always be 0.
16 - Program Element (PE)	This is the "source of funds" for procurement. Up to six positions may be used for projects in other appropriations. Some large units have multiple Program Elements. For most units, this field will be constant.

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Section D
ACTIVE DUTY OTHER THAN TRAINING

Accounting Line Data for ADSW-AC Orders, Continued

12345 - Cost Center	<ul style="list-style-type: none">• Normally the benefiting units OPFAC.
117K - DOT Standard Object Class	<ul style="list-style-type: none">• 117J - Commissioned & Warrant Officers Pay & Allowances• 117K - Enlisted members Pay & Allowances• 122O - FICA Tax - Officers• 122R - FICA Tax - Enlisted• 2100 - General Operational Travel. The travel object class may vary. See FINCEN SOP, Appendix F, 2100 series for a complete listing of travel related object class codes.

How to Process an ADSW-AC Order

Introduction The below stages shall be followed in the ADSW-AC Order Process

References Reserve Policy Manual, COMDTINST M1001.28, Art. 3-D-12
Medical Manual, COMDTINST M6000.1B, Art 3.A.7.j.(1)

ADSW-AC Order Processing This table describes the stages of ADSW-AC order process.

Stage	Who does it	When	What happens
1	Member	at least 45 working days prior to date of ADSW-AC	<ul style="list-style-type: none">• Complete Section I of Request For Reserve Orders, (CG-3453, Rev. 7/98) and submit to benefiting unit, via permanent unit and ISC (PF)/fot.
2	Permanent Unit	upon receipt of request	<ul style="list-style-type: none">• Ensure member has an approved physical in the Health Record or recorded on the PDIF• Complete Section II of Request For Reserve Orders, CG-3453 (Rev. 7/98), and forward to ISC (pf)/fot for approval.
3	ISC(pf)/fot	upon receipt of request	<ul style="list-style-type: none">• Complete Section IV of Request For Reserve Orders, CG-3453 (Rev. 7/98) , and forward to benefiting unit.
4	Benefiting Unit	upon receipt of request and following approval from ISC(pf)/fot	<ul style="list-style-type: none">• Complete Section III of the Request For Reserve Orders, CG-3453 (Rev. 7/98), and forward to PERSRU, copy to member.

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How to Process an ADSW-AC Order, Continued

Stage	Who does it	When	What happens
5	PERSRU	upon receipt of an approved request verify:	<ul style="list-style-type: none"> • Obligated service to cover the ADSW-AC period • Verify direct deposit • Complete and deliver orders (CG-5131) to member, copy to Funds Manager, Benefiting Unit and COMDT (G-WR-1) • If ADSW-AC period is over 60 days, forward the PERSRU PDR and members electronic file to the servicing PERSRU of the benefiting unit.
6	Member	as directed by orders	<ul style="list-style-type: none"> • Obtain new I.D. card at nearest issuing unit if ADSW-AC is over 30 days • Report to ADSW-AC site for duty
7	Benefiting Unit	member reports	<p>Endorse CG-5131, notify member's home PERSRU of:</p> <ul style="list-style-type: none"> • date and time member reported • availability of GOV'T QTRS/MESS • date and time member is to depart <p>Copy of endorsed CG-5131 to member's home PERSRU.</p> <p>If duty is non-consecutive complete CG-5131A, "Non-Consecutive Active Duty Endorsement Sheet", following instructions on the form.</p>
8	PERSRU	notified by ADSW-AC site of member's arrival	Process CG-5131 for payment (submit PMIS/JUMPS transaction(s))
9	Member	within 3 days following completion of ADSW-AC	Complete DD-1351-2 (Travel Voucher) and forwards to unit with original CG-5131
10	Unit	within 2 days of receipt from member	Complete administrative review of travel claim and forward to HRSIC (TVL) for processing
11	HRSIC (TVL)	upon receipt of claim	Process travel claim for payment of travel entitlements